



# Hendry County Sheriff's Office

## General Order 11.4

<b>TITLE:</b> Appeals	<b>SHERIFF'S APPROVAL:</b> Digital
<b>ORIGINATION DATE:</b> August 4, 2018	<b>REVISION DATE:</b> May 23, 2019
<b>RELATED REFERENCES:</b>  CFA: 7.06	
<b>REVIEW FREQUENCY:</b> 3 YEARS	<b>DATE OF NEXT REVIEW:</b> May 23, 2022

**I. PURPOSE:** The purpose of this order is to provide members with an understanding in the appeals process.

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**II. SCOPE:** This order shall apply to all sheriffs' office members.

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**III. POLICY:** Employees may appeal formal disciplinary actions defined as suspension without pay, demotion or termination of employment to the Sheriff.

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### **IV. PROCEDURE:**

#### **A. Appeal Process Steps**

1. An employee that chooses to appeal a formal disciplinary action to the Sheriff files a written memorandum for review within ten calendar days of receipt of the notice of final action.
2. The employee's memorandum is comprised of:
  - a. A statement that the employee is a member of the classified service,
  - b. A simple and concise statement of the disciplinary action complained of, and
  - c. A statement of the desired resolution/relief sought.
3. The employee sends the written memorandum either by registered mail or by hand delivery to the Sheriff via Human Resources.
4. Upon the Sheriff's receipt of a memorandum for appeal, a date, time, and location for a hearing may be scheduled. The Sheriff reserves the right to deny any request for hearing.
5. Following the hearing, the Sheriff's decisions are issued in writing, including findings of fact and conclusions of the hearing, separately stated. A copy of the decision is mailed or delivered to each party or his/her attorney of record.

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**V. GLOSSARY:**

**APPEAL** – A request for review of a formal disciplinary action to a higher authority.

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**Your electronic signature in Power DMS acknowledges you have read this policy and understand it.**